



## PRE-TRAVEL CHECKLIST

### STUDENT AMBASSADOR PROGRAMS

#### Pre-Travel Checklist

Here's a checklist of the materials you will need to turn in during the weeks and months before departure. Check them off as you complete each one. Information from these items is used to confirm travel arrangements, so it is important to submit all required information by the dates given.

#### Activity Waivers

Some of the activities on selected programs require signed waivers. You will be provided with any necessary waivers approximately two months before your departure date. Please return signed originals of the waiver(s) to your delegation leader well before departure. Without a signed waiver, you will not be able to participate in any activity requiring a waiver.

Due Date	Form/Item	Description	Submit To	Done
December 1	Passport application	Apply immediately for your passport. The process can take a minimum of ten weeks. <i>*Non-US citizens should apply for needed visas and re-entry permits as soon as possible or allowed.</i>	U.S. Department of State's Office of Passport Services. <i>*Or your applicable consulate</i>	<input type="checkbox"/>
January 15	Health Form	Submit this by January 15 or at your first orientation meeting.	Delegation leader	<input type="checkbox"/>
February 9	Passport photos	You will need two extra passport photos.	Delegation leader	<input type="checkbox"/>
March 1	Passport details	<b>You must have received your passport by now.</b> Submit your passport details, as well as copy of your passport. Additionally, make extra copies to keep at home and to take with you during travel in case your passport is lost.	Delegation leader	<input type="checkbox"/>
March 1	Air Waiver of Responsibility form and Land Waiver of Responsibility form	You will need these only if you plan to deviate from the delegation's flight arrangements.	Program office AND delegation leader	<input type="checkbox"/>
*April 1	*Re-entry permit and copies of visas	*You will need this only if you are not a U.S. citizen. Submit copies by April 1, and submit originals right before travel.	*Delegation leader	<input type="checkbox"/>
April 1	Success Contract	Don't forget to sign this!	Delegation leader	<input type="checkbox"/>



Some information you will need to submit online at OnBoard ([peopletopeople.com/onboard](http://peopletopeople.com/onboard)):

Due Date	Information to Submit to OnBoard	Done
March 1	Passport information	<input type="checkbox"/>
March 1	Apparel sizing information	<input type="checkbox"/>
March 1	Interests/allergies	<input type="checkbox"/>
April 1	Emergency contact information	<input type="checkbox"/>